

## **1552 - ENVIRONMENTAL SPECIALIST**

### **NATURE OF WORK**

Performs difficult professional work involved with planning, executing and coordinating activities relative to environmental programs and compliance and evaluating environmental issues as they relate to City facilities, structures and real estate to ensure compliance with Federal, State and Local regulations.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Monitors proposed Environmental Legislation to ensure timely compliance with new regulations.

Coordinates established city programs and standards.

Conducts problem analysis, testing and propose solutions regarding environmental impact of existing and proposed operations and facilities.

Compiles and analyzes data on site conditions, soil and vegetation, drainage, pollution problems, methods of control and testing.

Reviews compliance schedules and inspection reports to ensure compliance with regulations.

Interfaces with government, community, industrial, engineering, architectural, scientific enforcement, civil defense, private and other organizations and individuals to analyze, develop, implement, enforce, interpret, and inform others regarding environmental laws, programs and procedures.

Inspects construction work in progress to control negative environmental impact.

Coordinates environmental projects and prepare progress and feasibility reports documents to ensure coordination of efforts and timely submission of information.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of environmental laws, problem analysis, testing and solutions regarding environmental impact of existing and proposed operations and facilities.

Thorough knowledge of site conditions, soil and vegetation, drainage, pollution problems, methods of control and testing.

Ability to contact and deal with government, community, industrial, engineering, architectural, scientific enforcement, civil defense, private and other organizations and individuals

Ability to analyze, develop, implement, enforce, interpret, and inform others regarding environmental laws, programs and procedures.

Knowledge of construction practices, techniques, materials and equipment relating to public works and utilities.

Knowledge of engineering plans, specifications and drawings.

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### **MINIMUM REQUIREMENTS**

Graduation from an accredited college or university with a Bachelor's Degree in the Environmental Sciences or related field. Desired: additional training, seminars and/or short courses in the environmental field and licenses or certificates. Experience in coordinating of Environmental projects and activities and knowledge of environmental regulations, testing and problem resolution with construction projects. Experience can substitute for education on a year-for-year basis.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Ability to do significant walking, climbing, bending, kneeling and stooping common at construction sites during inspections and observations.

### **SUPERVISION RECEIVED**

Work is performed under general supervision.

### **SUPERVISION EXERCISED**

Usually none.

Rev. 11/98